

March 7, 2014

Dear Graduating School of Education Student:

This letter is to provide preliminary information about the School of Education graduation ceremony in May. You will receive a formal invitation in April, along with information about parking.

The School of Education graduation is a wonderful community event with all faculty, staff, and graduate students attending as well as teacher licensure and degree recipients. This year's ceremony will be held Thursday, May 8th at Macky Auditorium. Graduates will formally process into the auditorium promptly at 5:30 p.m., so you will need to arrive at Macky no later than 5:00 p.m. in order to change into your robe and find your place in line. Faculty and Staff Marshals will be on hand when you arrive at Macky to explain where you need to go and what you need to do for the ceremony, which will last approximately one hour. A reception will follow.

All graduates should go to the School of Education website (www.colorado.edu/education) and click on the "Graduation Ceremony Sign Up" link on the front page under "Events" to let us know if you will be attending this year's ceremony and how many guests you would like to bring. Tickets to the event are not required, but RSVP to the website is required. Please feel free to bring your family and friends to help celebrate your success. If you or any of your guests require special accommodations for a disability, please notify Sara McDonald at 303-492-3351 at least two weeks in advance of the ceremony so arrangements can be made.

If you are a Ph.D. student who graduated in August or December of 2013 and would like to participate in the May commencement ceremony, please contact Tiernen McConaughy at (303) 735-0096 or Tiernen.Mcconaughey@colorado.edu no later than Monday, April 7th.

Because this is an academic ceremony, academic regalia **is** required. The following information will assist you in obtaining your regalia.

Undergraduate and Post-BA Students

Undergraduates are required to purchase regalia for the ceremony from the CU Book Store, located in the University Memorial Center (UMC), during regular business hours: Monday-Thursday from 8:00 a.m.-6:00 p.m., Friday from 8:00 a.m.-5:00 p.m., and Saturday from 10:00 a.m.-4:00 p.m. (hours may vary due to holidays and campus events). Regalia will be available beginning March 19, 2014 at the cashiers in the lower level of the store. The cost to purchase undergraduate regalia is \$38.99 (plus tax). The regalia set includes a cap, gown, and degree tassel. Regalia is non-returnable once it is purchased. Other souvenir regalia packages are available for purchase. Cash, checks, and credit cards are accepted. For more information call 303-492-6411, visit the store or go to www.cubookstore.com.

Master's, Master's Plus and Doctoral Students

Master's and doctoral graduates are required to rent academic regalia for the ceremony in UMC 382-386 at the following times:

Wednesday, May 7, 10:00 a.m. - 5:00 p.m.
Thursday, May 8, 9:00 a.m. - 3:00 p.m.
Friday, May 9, 7:00 - 8:00 a.m. (quantities limited)

You must pay for your regalia rental with cash. In addition, credit card information is required and will be retained as a deposit on the rental apparel. Fees for rental of cap, gown, and hood are: Master's \$45.00; Doctoral \$50.00 (includes tam). Rented regalia (master's and doctoral) must be returned to the UMC by 4:00 p.m. on May 9th. Any rented regalia not returned the day of the ceremony should be returned within three business days with your pink rental slip to the CU Bookstore during regular business hours. **If rental apparel is not returned within three business days you will be charged for the full replacement value.** To order custom master's or doctorate regalia (you must still rent regalia to participate in the ceremony) please contact Diane Phillips at Willsie Cap and Gown at 303-273-7729 or dphillip@g.com. Fine quality orders need to be submitted at least 5 weeks prior to commencement to avoid incurring additional charges.

For additional information regarding the campus commencement ceremony and regalia, please visit www.cubookstore.com or <http://commencement.colorado.edu>. We look forward to seeing you at the graduation ceremony.